



STATE OF NEW MEXICO

Department of Military Affairs
47 Bataan Boulevard
Santa Fe, New Mexico 87505-4695

15 December 1999

MEMORANDUM FOR All New Mexico National Guard Personnel (Military, Civilian, and State)

SUBJECT: Sexual Harassment Prevention Policy

1. References:

- a. (All States Log Number P99-0039) Sexual Harassment Prevention Policy, dtd 13 Oct 99.
 - b. NGR (AR) 690-600/NGR (AF) 40-1614.
 - c. NGR (AR) 600-22/NGR (AF) 30-3.
 - d. Equal Employment Opportunity Commission (EEOC) 5 CFR, part 1614.
 - e. State Human Rights Division, State of New Mexico, Rules, Regulations, and Laws.
2. All personnel working for the New Mexico National Guard should work in a professional atmosphere free from all forms of discrimination, which includes sexual harassment. **"Sexual harassment is wrong, and it will not be tolerated in the New Mexico National Guard!"**
3. All leaders (commanders, supervisors, managers, and team leaders) are responsible for ensuring that behavior and/or complaints of sexual harassment are given prompt attention and taken seriously. Leaders will conduct inquiries at the lowest level possible. Appropriate disciplinary action will be taken against any person(s) engaging in sexual harassment, up to and including demotion and/or dismissal, if necessary. Leaders could be held personally liable for not taking appropriate action to eliminate such behavior from the workplace.
4. The leader will report all complaints of sexual harassment in writing to the State Equal Employment Manager. This report will include: complainant's name, name(s) of the individual(s) against whom the complaint was made, dates of the alleged harassment, the harassing behavior or act(s), and what action(s) was taken to resolve the complaint. This report is due no later than two working days from the date the complaint was reported to the leader. Fax the report to (505) 474-1571 or DSN: 867-8571, or mail to: New Mexico

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NMAG

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Department of Military Affairs, ATTN: NMAG-HR-EO (LTC David Sarabia), 10 Bataan Blvd., Santa Fe, New Mexico 87505.

5. Let me reemphasize, sexual harassment is wrong, and it will not be tolerated in the New Mexico National Guard.

A handwritten signature in black ink, appearing to read 'R. E. Horn', is positioned above the printed name.

RANDALL E. HORN, Brig Gen (NM), NMANG
The Adjutant General

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